

Custodial, Labor and Trades Branch
Unskilled and Semi-Skilled Labor Group
Semi-Skilled Series

TRADES HELPER

03/86

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs a variety of tasks assisting skilled trades workers; performs related duties as required.

EXAMPLES OF DUTIES;

Assists in painting interior and exterior of buildings; assists in plumbing work, in the installation, maintenance and repair of air coolers, toilets, drinking fountains, water lines and other duties as required; inspects buildings and facilities for damage and performs minor repair work; performs minor carpentry, plastering and glazing; performs minor mechanical repair work; performs minor concrete construction and repairs; maintains equipment in accordance with manufacturer's specifications; as assigned operates motor vehicle to and from work sites; prepares daily and/or monthly work reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of the eight grade and one year experience in assisting skilled trades workers in construction or maintenance work or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of the practices and procedures of the skilled trades; some knowledge of the use and care of tools and equipment of the trade; some knowledge of safe working practices and procedures.

Ability to follow oral and written instructions; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to prepare work logs.

Skill in the use and care of the tools and equipment of the skilled trades; skill in the operation of a motor vehicle.

Physical Requirements: Lift and carry heavy objects (50 to 75 pounds); mobility within a field or construction environment; operate a motor vehicle through city traffic; exposure to all weather conditions.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head